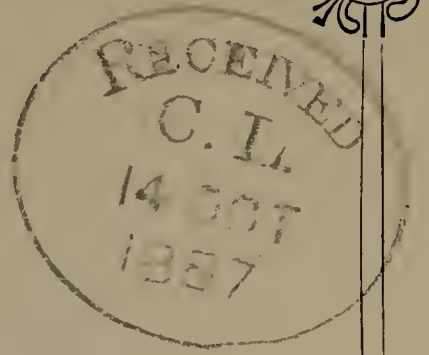


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RULES



OF THE

LINCOLN
LUNATIC HOSPITAL.

REVISED 1876.

LINCOLN:

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1876.

GENERAL RULES
OF THE
LINCOLN
LUNATIC HOSPITAL.

I. NAME AND GOVERNMENT.

This Institution, the government whereof is vested in a charitable Society, called "The Governors of the Lunatic Asylum for the County of Lincoln," shall be named "THE LINCOLN LUNATIC HOSPITAL."

II. HONORARY OFFICERS.

The Honorary Officers shall consist of a President, Vice-Presidents, a Treasurer, Trustees, Auditors, Physicians, and Surgeons.

III. GOVERNORS.

1. Benefactors of Twenty Guineas, at one or two payments, shall be Life Governors; and Subscribers of Two Guineas annually shall be Governors during payment. The Honorary Physicians, Surgeons, and Chaplains, shall also be Governors.

2. The Mayor and Aldermen or Justices of any Corporation making a donation, may constitute for ten years one

Governor out of their own body, for each sum of Twenty Guineas so given ; or, on making an annual Subscription, may constitute one Governor out of their own body for each sum of Five Guineas so subscribed ; and they shall give notice to the Secretary of such appointment, and of any subsequent change therein.

3. Any person paying a Legacy of Twenty Guineas, or upwards, or a Benefaction to that amount, for a person unknown, shall be a Life Governor.

5. No person shall vote at any General Board in right of an Annual Subscription, until his name shall have been entered as a Subscriber for four calendar months ; nor at any Board, while his current subscription is unpaid. If any Governor by Annual Subscription shall be a full year or upwards in arrear, he shall be considered, as affects the right of voting, a new Subscriber from the date of paying the same.

5. No salaried Officer of this Institution shall act as a Governor.

IV. BOARDS.

1. The Boards of the Governors shall have power to deliberate, and decide, in conformity with the Rules and Regulations, upon all matters affecting the interests of this Institution.

2. At all Boards, the President, one of the Vice-Presidents, or the Treasurer, (except during the settling of his accounts) shall take the Chair ; and, in their absence, or at their request, the Governors present shall choose a Chairman.

3. All Boards shall have power to adjourn from time to time.

4. Minutes of the proceedings shall be taken by the Secretary, but in no case shall a resident Officer act in that capacity at any Board. The rough Minutes of every Board shall be signed by the Chairman thereof, and the recorded

Minutes shall be signed by the Chairman of the succeeding Board, after having been read aloud and authenticated ; and such Minutes shall be referred to in all cases as the only authentic record of the transactions of the Boards.

5. A General Board of the Governors, consisting of three at least, shall be held quarterly, on the second Wednesday of January, April, July, and October, at Twelve o'clock. The General Board in April shall be deemed the Annual General Board.

6. An Ordinary Board of the Governors, consisting of two at least, shall be held weekly at the Hospital, on ~~Monday~~,
at One o'clock. *Wednesday*

7. A Special General Board may be convened by the President, or by two Vice-Presidents, or by the Ordinary Board. Written notice of such Special Board, and of the special business to be transacted, shall be publicly exhibited in the Board Room, at least fourteen days before the Meeting ; and no other matter shall be then brought forward.

8. At every General Board, the proceedings of the last Quarterly General Board, and of the Ordinary and Special Geneneral Boards succeeding, shall be read. At every Ordinary Board, the proceedings of the last, and the special Reports of the Weekly Visitors and Physicians shall be read.

9. The General Board shall control the Ordinary Boards, and shall be competent to all the powers thereof.

10. The Ordinary Board, under control of the General Board, and in conformity with the Rules, shall conduct the affairs of the establishment, reserving material alterations of the Building, and other weighty matters, as far as conveniently may be, for the opinion of the General Board.

V. RULES, ORDERS, AND OFFICIAL VISITING.

1. No Rule shall be altered, suspended, or repealed, nor any new Rule made, unless the precise terms of the proposal,

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signed by three or more Governors, be laid before the Ordinary Board, at least two calendar months previous to some General Board, and be publicly exhibited in the Board Room ; nor unless such proposal be carried by a majority of two-thirds of such General Board. No new matter shall be introduced into such proposal in any case, nor shall the wording thereof be modified, without the unanimous consent of such Board ; and no General Rule shall be altered, or new General Rule be made, without the previous sanction of the Secretary of State.

2. Whenever an alteration of the Rules is proposed, a Notice, specifying the same, shall be given in the Circular convening the Board.

3. Orders and Regulations may be made by the Boards, from time to time, for the good government of this Institution, provided that the same be not contrary to the Rules.

4. All orders, made at a General Board, shall continue in force until rescinded by some subsequent General Board ; and all orders made at an Ordinary Board shall continue in force until rescinded by some subsequent Board.

5. No order of a General Board shall be rescinded without one calendar month's previous notice, signed by a Governor, and exhibited in the Board Room, unless the General Board be unanimous thereon.

6. At each Quarterly General Board, the Governors present, or some of them, shall be requested to inspect the Hospital, and see every room and Patient, and report forthwith to the Board.

7. At each Ordinary Board, one of the Governors shall be appointed Visitor for the week next succeeding, to visit the Hospital daily, if convenient, to see every Patient once at least in the week, to make any enquiries which may seem fit, and to enter his observations in the " Weekly Visitor's Book ;" and no person whatsoever shall interfere to prevent the most minute examination of the Establishment.

8. A Governor's "Memorandum Book" shall lie upon the Board-Room table, for their remarks, at such times as any of them shall think proper to visit the Hospital.

VI. APPOINTMENTS, QUALIFICATIONS, VACANCIES.

1. The President, and Vice-Presidents not exceeding twelve, shall be appointed from among the Life Governors, or annual Subscribers of not less than £10, by a General Board.

2. The Treasurer and Auditors shall be appointed yearly, from among the Governors, by the Annual General Board, and may be removed by a General Board. The Ordinary Board may provisionally fill up any vacancy in these Offices, until the next General Board shall supply the same.

3. The Trustees of the Real Estate shall be appointed by the General Board, and changed when necessary; Trustees of the Personal Estate shall, when requisite, be appointed and changed by the Ordinary Board.

4. Two Physicians, and the same number of Surgeons, shall be appointed by a General Board, and shall not be removable but by the vote of two thirds of a General Board. No one shall be elected Physician to this Institution who does not possess, by examination, the degree of Doctor in Medicine of some one of the legally constituted Universities of Great Britain or Ireland, or the diploma of Fellow or Member of the Royal College of Physicians of London, Fellow of the Royal College of Physicians of Edinburgh, or Fellow of the King and Queen's College of Physicians in Ireland. No one shall be elected a Surgeon who has not been duly admitted a Fellow or Member of the Royal College of Surgeons of either London, Edinburgh, or Dublin, or Master in Surgery of some British University.

5. The Chaplain (if any) shall be appointed, and may be removed, by a General Board.

6. The Resident Medical Superintendent, Secretary, and Matron, shall be appointed and may be removed by a General Board ; and, excepting for incapacity or misbehaviour on the part of any such officers, three months' notice in writing on either side shall be required to terminate the engagement.

7. The Surveyor, Attendants, Servants, Porters, and other persons employed, shall be appointed and may be removed by the Ordinary Board.

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8. All the Officers, Attendants, and Servants resident in the House shall be unmarried, and free from the burthen of children and care of a family.

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9. The Resident Medical Superintendent shall be a duly registered general practitioner, holding at least two qualifications, one in Surgery and one in Medicine.

10. The Medical Superintendent and the Matron shall not be above the age of forty years at the time of their appointment.

11. Three weeks' notice of the Election of a Resident Medical Superintendent, Secretary, or Matron, shall be given by public advertisement ; and the names of the Candidates shall be declared, in writing, previous to the day of Election, as the Board may direct. The Election shall be decided by the majority of the Governors present at the General Board, but Ladies may depute a Governor to vote in such case, by written proxy, for the special occasion.

12. The Ordinary Board may suspend, and may remove from the premises, any salaried Officer of the establishment, for misbehaviour or incompetency.

13. When a vacancy or suspension takes place in any salaried Office which is in the appointment of the General Board, the Ordinary Board may provisionally appoint a substitute ; but the Ordinary Board shall forthwith summon a Special General Board, to proceed further therein, unless the Quarterly General Board shall fall not later than one

month from the vacancy or suspension ; and notice of such suspension shall be given in the circular calling such General or Special General Meeting.

14. No Governor shall supply the House with any article to be consumed or used therein, by contract or otherwise.

VII. GENERAL ACCOUNTS, BOOK-KEEPING, CORRESPONDENCE.

1. The Treasurer shall give security to such amount as shall be appointed by the General Board : and all monies whatsoever shall, immediately on the receipt thereof, be paid over to the Treasurer or his Banker.

2. The authority of the Treasurer and Trustees for payments shall be an order, signed by the Chairman and one Governor, present at a Board of Governors, and during the sitting thereof.

3. An Abstract of the Annual Accounts, to the first day of January, with the amount of each article of expenditure separately shown, and a Report of the state of the Asylum, shall be made by the Secretary, and laid before the Annual General Board, and printed for the satisfaction of the Governors and the Public.

4. An Abstract of the Quarterly Accounts, to the first day of the current month, with a statement of the out-standing debits and credits, as far as the same can possibly be ascertained, shall be made by the Secretary, laid before each Quarterly Board, and entered in the Cash Book.

5. The Auditors, or one of them, shall examine and sign every account, previous to the allowance or order of payment by the Board, and shall sign the quarterly and yearly Abstracts of the Expenditure and Receipts.

6. The Secretary shall transact the correspondence of the Boards, and shall file all letters of importance, and keep copies

of the replies, He shall issue advertisements and circulars, prepare accounts, and transact business as the Boards may direct, and shall also send notice to the Physician and Surgeon when it is their turn to attend.

7. Any Governor may at all reasonable times inspect, extract, or copy any Bills, Accounts, Journals, Registers, Minute-Books, or Documents whatsoever, provided that the names of the Patients shall not be copied ; and all Documents kept by order of the Rules, or of any Board, shall be the property of the Institution.

VIII. MEDICAL DEPARTMENT.

RESIDENT MEDICAL SUPERINTENDENT.

1. The Resident Medical Superintendent shall have the general superintendence of the House, Grounds, and Lodges, and shall be responsible for the good order of the Household, and of the whole Establishment, and the condition of the Patients.

2. He shall keep a Journal, in which he shall daily enter the transactions and occurrences of the Hospital to be laid before the Ordinary Board.

3. He shall not attend to or engage in any profession or other business, or employment, than that of the Hospital ; he shall never absent himself for one night without the permission of the House Visitor for the week, to be recorded in the Visitor's Book, and notice to the Physician of the month ; nor for a longer period without the previous consent of the Ordinary Board entered on the Minutes ; and then only on condition of his providing a person, properly qualified, to reside in the Hospital, and perform his duty during his absence.

4. He shall act as Apothecary, take care of the Dispensary, prepare the medicines, and see that they are duly administered ; and shall regulate the business of the House in such manner as may best ensure the safety, the comforts, and the care of the Patients. He shall not be absent from the House during the sitting of the Boards ; and it shall be his duty to observe, frequently and assiduously, the conduct of all the Attendants in the discharge of their duties, and especially their demeanour personally towards the Patients.

5. He shall see each Patient at least twice a day.

6. He may, during the intervals of the Boards, provisionally admit Patients who have complied with the necessary forms.

7. Male and female Patients shall on admission be examined by the Medical Superintendent, or Matron, respectively, in the presence of their Friends ; and their admission, and present state, and the previous circumstances as far as can be ascertained, shall be entered in the Medical Superintendent's Journal ; and the Physician of the month shall be immediately informed thereof.

8. Registers shall be kept by the Resident Medical Superintendent, in which shall be entered particulars relative to each Patient, viz., number, date of admission, name, age, abode, occupation, rate of weekly payment, persons by whom maintained, date of removal, and remarks ; with space for reference to all cases of re-admission.

9. The Resident Medical Superintendent shall be strictly responsible for the cleanliness and ventilation of the House, and for the due temperature of the Day and Sleeping apartments, and for the general neatness of the Out-Buildings, Courts, and Grounds.

IX. PHYSICIANS AND SURGEONS.

1. The Physicians shall superintend the Medical department; and they shall attend, see, and prescribe for the Patients when necessary, or when requested by the Resident Medical Superintendent.

2. The directions of the Physician, in conformity with Rules and the orders of the Boards, shall be strictly and immediately attended to.

3. The Surgeons shall attend when required by the Physician or Resident Medical Superintendent.

4. The acting Physician or Surgeon may call a consultation of the Medical Officers; and he shall, when unavoidably absent, send notice to the Resident Medical Superintendent.

X. MATRON.

1 The Matron shall attend to the Female Patients, and to the Sick Male Patients when required; and shall superintend the Nurses and Female Servants, under the general control of the Resident Medical Superintendent.

2. She shall superintend the work of the female Servants in the Kitchen and elsewhere, attend to the Linen and Clothing, and, under the general control of the Resident Medical Superintendent, be responsible for the cleanliness of the House.

3. The Matron shall keep the keys of the provisions and groceries, and shall be responsible for the proper use thereof; she shall keep a daily account of all the principal articles of consumption received or issued, and compare the same with the Stock, weekly; and shall deliver only such quantity at a time as may enable her to know that it is consumed upon the premises, and without waste.

4. She shall exercise the authority of the Medical Superintendent in his absence, subject to his orders, and

shall at all times consider herself as bound by every Rule respecting him which is applicable to herself.

5. She shall be strictly responsible for the Beds and Linen being kept well-aired and in good repair ; she shall visit the male side of the House once a week at least, and examine the state of the Bed-Rooms and Bedding, and she shall observe that the Patients are all sufficiently provided with blankets according to the season.

XI. GENERAL MANAGEMENT.

1. The Salaries of the Officers shall be fixed by the Ordinary Board, before their appointment ; and no increase thereof nor gratuity shall be granted without one month's previous notice, exhibited in the Board Room ; nor shall any discharged Officer receive any salary beyond the amount due up to the period of removal, nor be allowed any claim for articles attached to the premises or soil.

2. No Officer, or person whatsoever employed by this Institution, shall give to or receive from any Tradesman, Servant, Patient, Stranger, or other person whatsoever, any fee, reward, gratuity, or present, directly or indirectly, for any thing done or to be done on account of the Hospital ; nor bargain with any Patient for the sale, purchase, or exchange, of any clothing, food, or other article, on pain of dismissal.

3. No perquisites or other advantages shall in any case, directly or indirectly, be allowed to any Officer or Servant, beyond the board, lodging, and washing of Residents in the House, without the special recorded permission of a Board.

4. The Attendants and Servants shall obey the orders of the Medical Superintendent and Matron, as the Master and Mistress of the House ; and shall undertake the charge of all articles confided to their care ; and may, on being dissatisfied, apply to the Ordinary Board. Extracts from the Rules and Regulations shall be hung up in their respective apartments.

5. No Attendant shall go out of the Hospital without the permission of the Resident Medical Superintendent, nor any Servant without the permission of the Matron, subject to his control.

6. No obstacle shall be offered to any person whatsoever wishing to communicate personally, or by letter, with the Boards, on the business of the Hospital.

7. When the House is full, the preference of admission shall be given to Patients who are dangerous, or recently attacked, or who have relapsed, rather than to those in a state of idiotcy, or epileptic, or paralytic, or above seventy years of age, or beyond the first twelve months of the attack, or who are harmless and with small prospect of remedy.

8. The clothing of the Patients shall be kept decent, strictly clean, and in good repair, so as to maintain their self-respect.

9. The Resident Medical Superintendent shall cause every Patient to take exercise in the open air, between sunrise and sunset, to as great an extent as the Patient's case and the weather will permit ; and no Patient shall be placed in a Day-Room which is above the second floor, or which does not communicate with an airing ground.

10. The Resident Medical Superintendent may allow and encourage the Patients to take their exercise beyond the bounds of the Hospital, accompanied by an Officer or Attendant of the Establishment.

11. The Patients shall be encouraged to employ themselves in the House and Grounds, without violent exertion, as the Medical Superintendent shall think fit ; but no unnecessary compulsion or restriction shall be used ; nor shall a Patient, in any case, be employed for the profit or benefit of any officer or person connected with the Establishment.

XII. ATTENDANCE, SECURITY, ETC.

1. In case of Escape, immediate notice shall be given to the Weekly Visitor, and to the friends of the Patient ; and the Medical Superintendent shall enter the particulars in his Journal. If any patient escape through the negligence of an Officer, Attendant, Servant, or Porter, the expense of retaking such Patient shall be defrayed, in the whole or in part, at the discretion of the Board, by the person to whom blame may attach.

2. No Male Attendant shall go into the Female Patients' apartments without the express order of the Medical Superintendent, or Matron, on each occasion ; neither shall any Male person whatsoever, other than the Medical Superintendent, without the attendance of the Medical Superintendent, the Matron, or some responsible Female.

3. No attendant, on pain of dismissal, shall strike any Patient, or apply any force or restraint without the Medical Superintendent's order, except on emergency. The Attendant shall give instant information to the Medical Superintendent, for power to continue any such restraint, which shall in all cases be as moderate as is consistent with safety.

4. No forcible means shall be employed in giving food or medicine to any Patient, excepting in the presence of the Resident Medical Superintendent, who shall record the same in his Journal.

5. The Medical Superintendent shall keep a "Register of Control," in which he shall make daily entry of every act of control, and shall specify the nature thereof, the name of the Patient, and the hour at which the same commenced and ended ; and the said Register shall be laid Weekly before the Board, and signed by the Chairman, in proof thereof.

6. Where the delusion of a Patient is connected with any relative or friend, or where other sufficient reason occurs, the Medical Superintendent may refuse the access of any such Visitant ; but on every occasion of refusal, he shall state the special reasons thereof fully in his Journal, to be laid before the Weekly Visitor at his next visit, and also before the next Board ; and he shall allow the Relatives or Friends to see such Patients without being themselves seen, so as to enable their appearance, cleanliness, and condition, to be readily ascertained.

7. The Friends shall be cautioned not to converse on the subject of the delusion, to speak principally in reply only, and not to stay when their presence has ceased to engage the attention and interest of the Patient.

8. The Friends, on admission to Patients, shall not be prevented from holding private conversation with them, to hear any real or delusive statement of grievances ; and, if not satisfied with the explanation of the Medical Superintendent or Matron, they shall make any written statement to the Board, through the Secretary. No male Visitant shall, on any pretence, be left alone with Female Patients, except such Visitant be the Father, Brother, or Son.

9. Visitants shall withdraw immediately on the request of the Medical Superintendent ; and shall not give anything whatsoever to the Patient, without the Medical Superintendent's knowledge, nor offer any present to any one, on pain of being refused admittance in future.

10. The state of each Patient shall be communicated to the Friends, with their Quarterly Account ; to which shall be added also the Rule forbidding presents to be made, and all necessary information on the subject of the Accounts and the periodic visits of Friends.

11. The Medical Superintendent, in conformity with the Rules and the Orders of the Boards, shall regulate the written communications to and from the Patients ; and all letters relative to the Patients shall be forthwith submitted to him.

XIII. DISCHARGE, REMOVAL, DECEASE.

1. The discharge of Patients shall be vested exclusively in the Boards, and no person shall apply to the Friends on the subject before the sense of the Board has been taken thereon. After the Order of Discharge, a communication shall be made to the Friends by the next Post.

2. The Physician shall report, in writing, to the Board, the cases of Patients whom he would recommend for discharge, as cured, or on trial, or for special reasons.

3. When the House is crowded, the Boards shall in preference dismiss such Patients as are not dangerous to themselves or others, and those whose cases are considered hopeless.

4. One fortnight's payment shall be required on the removal of any Patient without a fortnight's notice to the Medical Superintendent, unless the Board shall direct otherwise.

5. The state of all Patients at the time of their discharge shall be certified in the Register Book by the Resident Medical Superintendent, and entered on the Minutes.

6. In case of imminent danger, the Medical Superintendent shall immediately inform the weekly Visitor and the Patient's Friends. The Friends may call any other of the regular Faculty in consultation with the Medical Officers in attendance.

7. On the decease of a Patient, the Medical Superintendent shall enter the particulars in his Journal, and shall certify the immediate apparent cause, to be laid before the succeeding Board, which shall inquire therein.

8. The Funeral of every Patient who dies at the Hospital shall be attended by one or more of the Officers, and by such of the Household as the Medical Superintendent may appoint.

approved for amended

Harry Matthews. Secy
1 Aug 1888